TRUSTEES AND OFFICERS PRESENT: Louise Sobin (President),
Tharakaram Ravishankar (Vice-President), Kenneth Vey, Toby Shebiro,
Graciela E. Meyers (Secretary).

TRUSTEES AND OFFICERS ABSENT:
Emilio Susa, Michael Castelli (Treasurer), Gale Zeidman (Clerk and Asst. Treasurer) – all with prior notice.

LIBRARY ADMINISTRATORS AND STAFF PRESENT: Andrea Meluskey (Library Director), Yolanda Phillips (Assistant Library Director), Charisse Relyved-Osnato (Assistant Business Manager).

CALL TO ORDER: Meeting was called to order by Ms. Sobin at 7:35 PM.

Swearing-in of elected Kenneth F. Vey:

“I, Kenneth F. Vey do solemnly swear and affirm that I will support the Constitution of the United States and the Constitution of the State of New York and that I will faithfully discharge the duties of the Office of Trustee of Shelter Rock Public Library of the Town of North Hempstead according to the best of my ability.”

Kenneth F. Vey signs the official Oath of Office document, and his signature is notarized.

INTRODUCTION OF GUESTS AND MEMBERS OF THE PUBLIC:

Miles Mott, Patron

ELECTION OF OFFICERS-NOMINATIONS, VOTE, APPOINTMENTS, RE-APPOINTMENTS AND FEES

Ms. Sobin asks for nominations for the Offices of President and Vice President for 2022.

The floor is open for nominations.
The gavel was passed to Tharakaram Ravishankar

Motion by Tharakaram Ravishankar to nominate Louise Sobin for President. Seconded by Toby Shebiro.

Hearing no further nominations Kenneth Vey moves that nominations for President are closed. Seconded by Toby Shebiro.

Motion is passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey No: None Abstain: None

Tharakaram Ravishankar declared Louise Sobin elected as President.

The gavel was passed to Louise Sobin.

Motion by Louise Sobin to nominate Tharakaram Ravishankar for Vice President. Seconded by Kenneth Vey.

Hearing no further nominations, Toby Shebiro moves that nominations for Vice President are closed. Seconded by Kenneth Vey.

Motion is passed as follows:
Yes Ravishankar, Shebiro, Sobin, Vey No: None Abstain: None

Louise Sobin declared Tharakaram Ravishankar elected as Vice-President.

**Officers’ fees – Tabled for Executive Session.**

Motion by Kenneth Vey to approve the Committee Assignments as follows. Seconded by Toby Shebiro.

Motion is passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey No: None Abstain: None

**The 2022 Committee Assignments are as follows:**
- Building & Grounds: Louise Sobin & Emilio Susa
- Budget & Audit Control: Michael J. Castelli & Kenneth F. Vey
- Policies & Personnel: Tharakaram Ravishankar and Kenneth F. Vey
- Publicity and Public Relations: Louise Sobin and Toby Shebiro

**Adoption of Board Meeting Calendar for the Year 2022**

The following resolution was moved by Kenneth Vey. Seconded by Tharakaram Ravishankar and unanimously passed by the Board: RESOLVED, that the Board authorizes the Adoption of Board Meeting Calendar for the year 2022.
The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey   No: None   Abstain: None

A copy of the Board Meeting Calendar will be filed with the Minutes.

**Confirmation of the Library’s 2022 Holiday/Closing Schedule**

The following resolution was moved by Toby Shebiro. Seconded by Tharakaram Ravishankar and unanimously passed by the Board: RESOLVED, that the Board authorizes Confirmation of the Library’s 2022 Holiday/Closing Schedule subject to change based on pending staff negotiations.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey   No: None   Abstain: None

A copy of the Holiday/Closing Schedule will be filed with the Minutes.

**Designation of Official Newspapers: NHP Illustrated News, Roslyn News and Mineola American.**

The following resolution was moved by Tharakaram Ravishankar . Seconded by Toby Shebiro and unanimously passed by the Board: RESOLVED, that the Board authorizes Designation of Official Newspapers – New Hyde Park Illustrated News, Roslyn News and Mineola American.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey   No: None   Abstain: None

**Appointment of Investment Officer and Financial Clerk**

The following resolution was moved by Toby Shebiro. Seconded by Tharakaram Ravishankar and unanimously passed by the Board: RESOLVED, that the Board authorizes Appointment of Charisse Relyved-Osnato (Assistant Business Manager) as Investment Officer and Financial Clerk for the Shelter Rock Library for the year 2022.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey   No: None   Abstain: None

**Confirmation of Auditor**

Tharakaram Ravishankar moved approval confirming the appointment of the firm Cullen & Danowski, LLP as the auditors for the Shelter Rock Public Library for the 2021 audit as per Engagement Letter dated July 27, 2021 – Audit Fee $12,600 (Increase of $200)-Copy of Letter was signed by Board President and attached to
September Minutes. Seconded by Toby Shebiro.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey No: None  Abstain: None

**Confirmation of Accountant**

Toby Shebiro moved approval to confirm the Engagement of Rinkar, Vail and Barrett as per letter dated December 22, 2021 (Increase of estimate to perform year-end procedures from $10,000-12,500 to $10,500-13,000; Increase in Manager’s fee from $180 to $190 per hour; Increase of Senior Associate’s fee from $150 to $160 per hour; All other fees remain the same) with the understanding that an RFP for accounting services will be conducted later this year. Letter to be signed by Board President and a copy attached to the January Minutes. Seconded by Tharakaram Ravishankar.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey No: None  Abstain: None

**Confirmation of the Firm of Spellman Gibbons Polizzi Truncale & Trentacoste, LLP as General Counsel**

Toby Shebiro moved approval of the confirmation of Spellman Gibbons Polizzi Truncale & Trentacoste, LLP as General Counsel, Fee schedule noted in Engagement Letter no increase January 1, 2021 – through December 31, 2022. Seconded by Tharakaram Ravishankar.

The motion was passed as follows
Yes: Ravishankar, Shebiro, Sobin, Vey.  No: None    Abstain: None

Copy of Letter attached to the January 2021 Minutes.

**Approval of Board President to Certify Payroll** – Payroll of February 3, 2022 and letter of all employees and salary ranges to be submitted for Board review on or before the February Board Meeting.

**Re-establishment of Petty Cash Fund ($100)**

**Re-establishment of Imprest Account ($500)**

**Confirmation of the Director’s Approval Limit of $2,500**

**Designation of Bank Signatures for Check Signing - 1.** All Trustees, Treasurer and Assistant Treasurer are authorized 2. Two signatures (1
Trustee and Treasurer or Assistant Treasurer are required). Where electronic signatures are required for payroll, it is restricted to those currently on file-Board President and Treasurer.

**Designation of Bank – TD Bank**

**Authorization for Certain Payments to be made between Board Meetings and Listed on the Bills of the Following Month** – Credit Card; utilities; postage checks; performer’s fees; reimbursement to petty cash fund and imprest account, health insurance premiums and museum pass memberships-Amended 5/8/13.

**Confirmation of Omni Group as Third Party Administrator of 403b And 457 Investment Contributions** as per renewed Service Agreement effective July 1, 2021-June 30, 2022

The following resolution was moved by Tharakaram Ravishankar: RESOLVED, that the Board authorizes approval of Board President to certify Payroll, Re-establishment of Petty Cash Fund, Re-establishment of the Imprest Account, Confirmation of Director’s Approval limit, Designation of Bank signatures for check signing, Designation of Bank, Authorization for Certain Payments to be made between Board Meetings and listed on the list of Bills to Be Paid of the following month, Confirmation of Omni Groups as Third Party Administrator of 403b and 457 Investment Contributions as stated below.

Seconded by Toby Shebiro
The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey No: None Abstain: None

**Confirmation of Library Trustees, Officers and Employees Code of Ethics and Conflict of Interest Policy** - Adopted 12/13/06, amended and adopted 5/19/11.

**Confirmation of Procurement Policy** – Adopted 7/10/02, amended 2/09/11 & adopted 5/19/11

**Confirmation of Investment Policy** – Adopted 7/10/02, amended & adopted 8/13/03, 8/16/12 and 1/13/16.

**Confirmation of the Bylaws of the Board of Trustees** – Adopted 8/27/62, amended 2/14/01 and amended 3/12/03

**Confirmation of Capitalization Policy** – Adopted 5/12/08, amended and adopted 1/13/16.
Confirmation of Library Books and Audiovisual Policy - Adopted May 23, 2016, Retroactive to December 31, 2014

Confirmation of Fund Balance Policy – Adopted 4/12/12. Amended and adopted 2/10/21

Confirmation of Cellular Phone Policy – Adopted 9/13/06

Confirmation of the Conference Leave and Professional Activities Participation Policy – Adopted 3/14/07, amended 1/10/18.

Confirmation of Policy on Confidentiality of Library Records – Adopted 10/13/14; amended and adopted 2/13/19

Confirmation of Credit Card Policy – Adopted 8/15/06, amended and adopted 9/6/12, 1/13/16, reaffirmed 7/11/18.

Confirmation of Eligibility Requirements for Coverage under NYSHIP
Adopted 4/12/12, as amended by employee contract beginning January 1, 2015, adopted 1/13/16, amended 1/10/18, amended 5/9/18.

Confirmation of Gift and Donations Policy – Adopted 5/10/05, Amended and adopted 8/10/21.

Confirmation of Library Internet / Wireless Policy- Adopted 5/13/98, revised 4/21/08.

Confirmation of Meals and Refreshments Policy – Adopted 7/12/06; Amended and Adopted 5/21/19

Confirmation of Required ID for Library Card Policy – Adopted 2/21/07

Confirmation of Maintenance of Public Order at Library Facility Policy - Adopted 6/11/14


Confirmation of Unattended Children Policy – Adopted 4/14/04; Amended June 8, 2004


Confirmation of the Workplace Violence Prevention Policy – Adopted 11/14/12
Confirmation of the Whistleblower Policy – Adopted 12/10/14

Confirmation of the Non-Discrimination and Harassment Policy –
Adopted 11/14/18.

Confirmation of the Records Retention and Disposition Policy –

Confirmation of the Automated External Defibrillator Policy – Adopted
10/10/18; amended 4/9/19.

Confirmation of Pet/Animal Policy – Adopted 4/19/19

Confirmation of the Open Meeting Policy – Adopted 3/10/21

Confirmation of the Tutor Policy - Adopted 10/13/21

Confirmation of the Collection Development Policy – Adopted 10/13/21

Confirmation of the Community Room Policy/Form – Adopted 10/13/21

Confirmation of the Petty Cash Policy – Adopted 11/9/21

The following resolution was moved by Tharakaram Ravishankar:
RESOLVED, that the Board authorizes Confirmation of the following Board
Policies: Library Officers, Trustees, and Employees Code of Ethics and
Conflict of Interest Policy; Procurement Policy; Investment Policy; Bylaws
of the Board of Trustees Policy; Capitalization Policy; Library Books and
Audiovisual Policy; Fund Balance Policy; Cellular Phone Policy;
Conference Leave and Professional Activities Participation Policy;
Confidentiality of Library Records Policy; Credit Card Policy; Eligibility
Requirements for Coverage Under NYSHIP Policy; Gift and Donations
Policy; Library Internet/Wireless Policy; Meals and Refreshments Policy;
Required ID for Library Card Policy; Maintenance of Public Order at Library
Facility Policy; Long Range Plan; Unattended Children’s Policy; Vehicles
for Personal and Library Use and Mileage Reimbursement Policy;
Workplace Violence Prevention Policy; Whistleblower Policy; Non-
Discrimination and Harassment Policy; Records Retention and Disposition
Policy; Automated External Defibrillator Policy; Pet/Animal Policy; Open
Meeting Policy, Tutor Policy; Collection Development Policy; Community
Room Policy/Form; Petty Cash Policy as stated above.

Seconded by Toby Shebiro.
The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Susa, Vey.
No: None  Abstain: None
UNAPPROVED MINUTES OF DECEMBER 7, 2021 AND
MINUTES OF DECEMBER 7, 2021 ELECTION CERTIFICATION

Toby Shebiro moved approval for December 7, 2021 minutes as amended and Minutes of December 2021 Election Certification Minutes. Seconded by Tharakaram Ravishankar.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey  No: None  Abstain: None

Ms. Meluskey noted that two sets of Minutes are retained by the Library and that one set should be retained off site. The Board instructed Ms. Meluskey to investigate storage pricing and report back to the Board.

APPROVAL OF DECEMBER 2021 BILLS TO BE PAID JANUARY 2022
AND JANUARY 2022 BILLS TO BE PAID JANUARY 2022-GENERAL FUND

A listing of the December 2021 General Fund Bills totaling $46,890.47 and January 2022 Bills to be Paid January 2022 totaling $121,458.73 were reviewed.

Kenneth Vey moved approval of the December 2021 and January 2022 General Fund Bills as stated above. Seconded by Toby Shebiro.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey  No: None  Abstain: None

APPROVAL OF DECEMBER 2021 BILLS TO BE PAID JANUARY 2022-
CAPITAL FUND

Toby Shebiro moved acceptance of December 2021 Bills to be paid January 2022-Capital Fund as presented. Seconded by Tharakaram Ravishankar.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey  No: None  Abstain: None

FINANCIAL REPORT
DECEMBER 2021-GENERAL FUND


The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey  No: None  Abstain: None
Ms. Meluskey mentioned the Board’s ability to establish a Reserve Fund for the estimated retroactive pay due following the establishment of a new union contract. The Board instructed Ms. Meluskey to investigate this further and report to the Board.

BANK RECONCILIATIONS
November 2021

Tharakaram Ravishankar moved acceptance of November 2021 Bank Reconciliation as prepared by Rynkar, Vail & Barrett following review by Michael Castelli, Treasurer. Mr. Castelli notified Charisse Relyveld-Osnato, Assistant Business Manager by e-mail that there were no questions and all appeared in order. The e-mail is attached to the Bank Reconciliation. Seconded by Toby Shebiro.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey No: None Abstain: None

DIRECTOR’S REPORT
Action Items:
Personnel
Resignation
Patti J. Kaufman – Page PT – effective January 3, 2022 – salary $14.00 per hour
Request permission to fill this position at the new minimum wage of $15.00 per hour.

Tharakaram Ravishankar moved acceptance of the resignation and approval of the hiring of staff as listed above. Seconded by Toby Shebiro.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey No: None Abstain: No

Library Property/Equipment Update
The following item(s) are broken beyond repair or beyond their useful life and are slated for discard. The item(s) will be discarded appropriately and removed from the inventory if the cost is above the threshold and the item(s) are listed in the inventory.
1 - AV System with DVD Player, MTL Lectern, Controller Manager JPM-C210, OC, Microphone, Control Panel, E-Station & Touch Pad, Misc. Wiring and Components.

Toby Shebiro moved approval of the discard of the items listed and as stated above. Seconded by Kenneth Vey.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey No: None Abstain: None
IT Purchase
1 – PowerEdge T440 Server – to manage all staff and public computers - as per Dell Quote # 3000107971742.4 – on NYS Contract Code C000000006563— $7,041.18
Cypher Systems installation, configuration of new server and decommission old server - $2,100

Kenneth Vey moved approval of the IT purchase and installation as stated above. Seconded by Toby Shebiro.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey  No: None  Abstain: No

Westech Security & Investigations, Inc. – Rate Increase
On January 14th we received a notice from Westech that the rate for the security guard was going to increase from $24.25 to $26.50 per hour. The increase is due to increased costs and the need to be able to hire and retain staff. Westech has not increased the Library’s hourly rate since October 2018.

Toby Shebiro moved approval of the increase of the rate for the security Guard as stated above pending a discussion with Counsel regarding professional services and the need for an RFP/RFQ. Seconded by Tharakaram Ravishankar.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey  No: None  Abstain: None

Information Items:
Insurance Renewal
Salerno Brokerage – Republic Franklin Insurance Company (Commercial Package) and Utica National Insurance (Umbrella)
Premium - $26,681.26
Due to the timing of the renewal, prior to the January Board meeting, the 6.75% increase ($1,681.35) was approved by Trustees Sobin (12/20), Ravishankar (12/22), Shebiro (12/21) and Vey (12/21) via email.

Bullet Aid
The Library has received Legislative Bullet Aid from Senator Anna Kaplan ($10,000) and Assemblywoman Gina Sillitti ($25,000). The funds have been used to upgrade the Audio Visual equipment in the Community Room. Thank you letters have been sent to each office. Installation of the new equipment was completed on January 14, 2022.

For-fee Library Card
Libraries are permitted to sell membership to those who reside outside of the NLS’ service area. The cards may be used for system-wide borrowing (Direct Access) and the fee must be the approved fee of $415. This fee has been calculated by taking the average net local support per capita of NLS member libraries ($140.07) multiplied by the
average number of people per household (2.96) which equals $414.61. When rounded to the nearest $5 multiple equals $415.

DRESS CODE POLICY-DRAFT

Tabled for further review.

COMMITTEE REPORTS

NONE

PERIOD OF PUBLIC EXPRESSION

Miles Mott asked why the public was not informed of the change of the December meeting. Miles also asked when the Library would resume its pre-COVID hours. Ms. Meluskey explained that a quorum is needed for a meeting and if one cannot be established a meeting must be rescheduled. In addition, she informed Miles that the Library does not have any immediate plans to re-establish the pre-COVID schedule.

Miles also asked about the parking lot and Ms. Meluskey responded that the drainage options are still under discussion.

EXECUTIVE SESSION

A motion was made by Toby Shebiro to suspend the order of business to enter Executive Session to discuss personnel and contract issues. Seconded by Tharakaram Ravishankar.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey  No: None  Abstain: None

Executive Session began at 8:30 PM

Toby Shebiro moved to exit Executive Session. Seconded by Kenneth Vey.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey  No: None  Abstain: None

Executive Session ended at 8:35 PM

As a result of Executive Session Tharakaram Ravishankar moved to retain the officers’ fees at the 2021 rate. Seconded by Kenneth Vey.

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey  No: None  Abstain: None
ADJOURNMENT

A motion to adjourn was made by Toby Shebiro.
Seconded by Tharakaram Ravishankar

The motion was passed as follows:
Yes: Ravishankar, Shebiro, Sobin, Vey.  No: None  Abstain: None

Meeting was adjourned at 8:40 PM.

NEXT BOARD MEETING

Wednesday, February 9, 2022 at 7:30 PM
SHELTER ROCK PUBLIC LIBRARY COMMUNITY ROOM

Respectfully Submitted,

Graciela E. Meyers
Library Secretary